

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT		1. CONTRACT ID CODE		PAGE OF PAGES 1 21	
2. AMENDMENT/MODIFICATION NO. P00001		3. EFFECTIVE DATE See Block 16C		4. REQUISITION/PURCHASE REQ. NO.	
5. PROJECT NO. (If applicable)		6. ISSUED BY HQAD		7. ADMINISTERED BY (If other than Item 6) ITAD	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) GRANT THORNTON L.L.P. Attn: SHEILA WRIGHT 333 JOHN CARLYLE ST. SUITE 500 ALEXANDRIA VA 22314		9A. AMENDMENT OF SOLICITATION NO.		9B. DATED (SEE ITEM 11)	
10A. MODIFICATION OF CONTRACT/ORDER NO. EP-W-17-019		10B. DATED (SEE ITEM 13) 07/25/2017			
CODE 128159105		FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☐ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended. ☐ is not extended.
Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or electronic communication which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or electronic communication, provided each letter or electronic communication makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

See Schedule

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation data, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
X	D. OTHER (Specify type of modification and authority) EPAAR 1552.216-73 FIXED RATES FOR SERVICES-INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACT (APR 1984)

E. IMPORTANT: Contractor ☒ is not ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

DUNS Number: 128159105

Information Technology Solutions

Business Information Strategic Support (ITS-BISS) III

Max Expire Date: 07/24/2022

The purpose of this modification is to revise clause B.6 EPAAR 1552.216-73 FIXED RATES FOR SERVICES-INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACT (APR 1984) to reflect additional labor categories with negotiated rates. These additional labor categories are for NON-KEY personnel to establish a fair opportunity. Also, attachment 2 has been revised to include the additional labor category definitions. In addition, change the Contracting Continued ...

Except as provided herein, all terms and conditions of the document referenced in Item 9 A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Marisol Ventura	
15B. CONTRACTOR/OFFEROR	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA Mansol Ventura	16C. DATE SIGNED 3/14/19
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

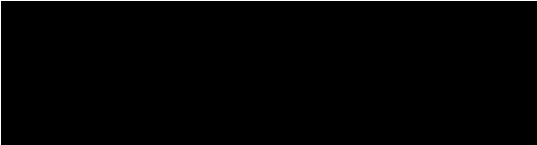
Previous edition unusable

STANDARD FORM 30 (REV. 11/2016)
Prescribed by GSA FAR (48 CFR) 53.243

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	<p>Officer from Marisol Ventura to Darren Gann. All other terms and conditions remain unchanged and in full force and effect.</p> <p>LIST OF CHANGES: Reason for Modification: Other Administrative Action</p> <p>Payment: RTP Finance Center US Environmental Protection Agency RTP-Finance Center (AA216-01) 109 TW Alexander Drive www2.epa.gov/financial/contracts Durham NC 27711</p> <p>Period of Performance: 07/25/2017 to 07/24/2022</p>				

MODIFICATION TO THE CONTRACT

1. The section B.6 clause entitled "EPAAR 1552.216-73 FIXED RATES FOR SERVICES-INDEFINITE DELIVERY / INDEFINITE QUANTITY CONTRACT (APR 1984) has been modified. The modified text is as follows:

Additional Labor Categories	Year 2 Loaded Hourly Rate	Year 3 Loaded Hourly Rate	Year 4 Loaded Hourly Rate	Year 5 Loaded Hourly Rate
Senior Management Consultant				
Management Consultant				
Project Director				

ATTACHMENT 2

ITS-BISS III LABOR CATEGORY DEFINITIONS

Program Manager:

Applicable to FA 1 and FA 2

Provides technical direction and administrative management of contract activities; develops overall program plans, guidance and procedures necessary to adequately provide support required by diverse technical, administrative and program functions and operation of EPA.

Reviews IT support requirements, determines the necessary skills and personnel resources, formulates policies and procedures necessary to achieve effective project planning and control, budget projections and quality assurance; meets with management, technical and operating personnel within client organizations to review requirements, present proposed action plans and to discuss and resolve technical, administrative and management problems and issues; evaluates proposed computer systems to determine technical feasibility, costs for development and functional adequacy.

Responsible for ensuring those contractor personnel providing services under this contract are kept abreast of emerging technologies that could impact the Agency's architecture. (Note: this is not to be interpreted as weakening in any way the contractor's responsibility for hiring personnel who are fully qualified to perform their functions. Rather, it recognizes that Automatic Data Processing (ADP) technologies are changing rapidly and that continual ongoing enhancement of knowledge and skills is essential for all personnel performing tasks on this contract).

Performs the above duties with extensive degree of freedom within the constraints of the contract terms and conditions and corporate policies. Experience/Education: Must have minimum of 12 years total related experience including a minimum of five (5) years as a Program manager, and a Bachelor of Science (B.S.) or Bachelor of Arts (B.A.) degree or equivalent.

Experience shall be predominantly in the performance of information management studies, the development and design of major application systems, including the use of data base management systems technology.

Shall have demonstrated capability for managing a team of management analysts, senior systems analysts, analyst/programmers and hardware/software specialists in performing ADP planning, requirements analysis, and feasibility studies, and the design of major application systems. Must also have demonstrated technical writing and presentation capabilities and skills. Must also have extensive experience in managing multi-task multi-discipline studies and systems development contracts.

Deputy Program Manager

Applicable to FA 1 and FA 2

Assists the Program Manager in the technical direction of contract support activities. Assists the Program Manager in monitoring contractor performance with respect to deliverables, project milestones and project expenditures. Would normally be assigned direct responsibility for technical direction of projects which support one or more of major EPA program areas (e.g. Enforcement, Toxics and Pesticides, etc.). In this capacity, under the general guidance of the Program Manager, performs all other project related duties of the Program Manager.

Identifies issues associated with Task Orders, particularly those which might impact the Agency's Information Technology Architecture; upon identifying such issues, notifies the Program Manager, EPA Contracting Officer's Representative (COR), and Task Order Contracting Officer's Representative's (TOCOR) designees of the architectural issues and potential impacts.

Ensures that contractor personnel are kept abreast of emerging technologies that could impact the Agency's architecture. (Note: this is not to be interpreted as weakening in any way the contractor's responsibility for hiring personnel who are fully qualified to perform their functions. Rather, it recognizes that ADP technologies are changing rapidly and that continual ongoing enhancement of knowledge and skills is essential for all personnel performing tasks on this contract).

Gives direction to contractor personnel which will ensure that actions taken and recommendations made are in accordance with the Agency's Information Technology Architecture, or have been coordinated with the COR and appropriate designated EPA officials.

Experience/Education: Must have a minimum of 10 years in total experience, a minimum of four (4) of which must have been in directing major information management studies and application systems development. The minimum educational requirement is a B.S. or B.A. degree or equivalent.

Must have demonstrated capacity for managing a team of senior systems analysts, analyst/programmers and specialists in performing planning, requirements analysis, and feasibility studies, and the design and development of major application systems. Must have demonstrated technical writing and presentation capabilities and skills.

Senior Management Analyst

Applicable to FA 1 and FA 2

Provides management analysis and policy analysis in support of feasibility studies and requirements analyses. This support is frequently required by offices implementing new or revised programs to help clarify organizational, staffing, work flow, and regulatory requirement issues, as an essential prerequisite to conducting an ADP feasibility study or requirements analysis. Either conducts or advises contractor's technical project leaders in the conduct of analyses of alternative courses of action for planning, organizing, staffing, directing and

controlling program functions. Evaluates the feasibility of linking new operations with existing EPA operations and support facilities.

This work is conducted within the broader context of ADP feasibility studies or requirements analyses. Examples of the work to be done by senior management analysts and management analysts include:

- Provides options for the Agency in developing organizational and procedural strategies for implementing new programs.
- Develops new or improved mechanisms to support EPA's interaction with external organizations, such as other agencies, States, and industry.
- Identifies needs for inter-office coordination, and designs ways to meet these needs.
- Develops strategies for assessing the consistency of regulatory actions within a program or among regions or states and identifies the types of data regarding each regulatory action which must be collected.

Experience/Education: Must have a minimum of eight (8) years of total related experience, a minimum of four (4) of which must be on ADP feasibility studies, requirements analyses, or similar tasks. Must have a Master's degree in business administration, management, public administration, or related discipline. Must have demonstrated technical writing and presentation capabilities and skills.

Intermediate Management Analyst

Applicable to FA1 and FA2

Provides management analysis and policy analysis support. Assists, under the supervision of the senior management analyst, in the performance of analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions.

Experience/Education: Must have a minimum of six (6) years of experience as a management analyst, at least two (2) years of which must be on ADP feasibility studies, requirements analyses, or similar tasks. Must have a B.S. or B.A. degree in IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Junior Management Analyst

Applicable to FA1 and FA2

Provides management analysis and policy analysis support. Assists, under the supervision of the senior or intermediate management analyst, in the performance of analysis of alternative courses of action for planning, organizing, staffing, directing and controlling program functions.

Experience/Education: Must have a minimum of four (4) years of experience as a management analyst, at least two (2) years of which must be on ADP feasibility studies, requirements analyses, or similar tasks. Must have a B.S. or B.A. degree in IT services or systems. Must have demonstrated technical writing and presentation capabilities and skills.

Senior Systems Analyst

Applicable to FA1 and FA2

Formulates statements of management, scientific, and business problems and devises procedures for solution of problems by use of ADP systems. Meets with EPA TOCOR and other cognizant personnel to review requirements, discuss technical approaches, and to formalize plans for technical support. Applies analytical skills and a variety of ADP technology to perform required detailed analysis of information management and data processing requirements, feasibility studies of practical alternative approaches, and design of ADP systems. With the assistance of other analysts, also develops systems test plans, procedures and data, and evaluates systems effectiveness and efficiency. Develops information systems plans, business area analyses, and other analyses used in information engineering/system engineering activities. Must have a demonstrated capability for managing and directing a project team comprised of specialists and analysts.

Experience/Education: Must have a minimum of eight (8) years of directly related experience, of at least two (2) years of which must be as an Analyst/Programmer. This experience must include the performance and management of requirements analysis, feasibility studies, systems design and systems evaluations. Experience within the past three (3) years must relate strongly to specific technologies comprising the EPA information technology architecture. EPA ITA (Information Technology Architecture) documents are publicly available on the EPA.GOV website. Must also have a B.S. or B.A. degree or equivalent in IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Intermediate Systems Analyst

Applicable to FA1 and FA2

Conducts architectural studies and devises layouts for computer system requirements and develops procedures to process data by means of ADP equipment. Confers with other technical personnel to determine requirements and type of data to be processed.

Analyzes a problem in terms of system capability to determine technical approaches and formulates computer system requirements most feasible for processing data. Must be adept in preparing problem definitions, together with recommendation for equipment needed for their solution. May be required to supervise the preparation and implementation of individual applications utilizing mathematical and statistical formulas. Participates in the development of information systems plans, business area analyses, and other analyses used in information system engineering/system activities.

Experience/Education: Must have a minimum of six (6) years of experience as an analyst, and a B.S. or B.A. degree or equivalent in IT field. Must have demonstrated technical writing and presentation capabilities and skills

Junior Systems Analyst

Applicable to FA1 and FA2

Conducts architectural studies and devises layouts for computer system requirements and develops procedures to process data by means of ADP equipment. Confers with other technical personnel to determine requirements and type of data to be processed.

Analyzes a problem in terms of system capability to determine technical approaches and formulates computer system requirements most feasible for processing data. Must be adept in preparing problem definitions, together with recommendation for equipment needed for their solution. Participates in the development of information systems plans, business area analyses, and other analyses used in information system engineering/system activities.

Experience/Education: Must have a minimum of four (4) years of experience as an analyst, and a B.S. or B.A. degree or equivalent IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Senior Telecommunications Analyst

Applicable to FA1 and FA2

Must have specialized technical experience in the area of data hardware configurations relative to the communications and data transmission requirements. Reviews communication networks as to their ability to support data processing requirements. Recommends changes to transmission networks, both in terms of hardware devices and switching points required to improve network performance. Must be familiar with FTS2000; packet switching; IBM3745; Value Added Networks; multiple protocol routers; high speed communications, including Asynchronous Transfer Methods (ATM) and Synchronous Optical Network (SONET); GOSIP; the Internet; EPA's standard LAN and LAN-WAN protocols including SNA, IPX, IP, and X.25; and network management systems, including NetView, Simple Network Management Protocol (SNMP), and Government Network Management Profile (GNMP). Must be familiar with local area networks, wide area networks, bridges, gateways, and routers. Has a working knowledge of coding and error detection methodologies. Has participated in the analysis, design, and implementation of communications networks including data processing transmissions.

Experience/Education - Must have developed performance specifications for communications networks within the past 18 months. Must have a B.A. degree and a minimum of eight (8) years of experience as a communications specialist. Must have demonstrated technical writing and presentation capabilities and skills.

Senior Computer Specialist

Applicable to FA1 and FA2

Reviews computer hardware/software system, data, and communications requirements and develops computer hardware/software configurations to support them. Analyzes computer systems and programs and develops techniques to improve systems throughout and optimize hardware utilization. Evaluates computer systems relative to their ability to support specified requirements and, by determining potential and actual bottlenecks, improves systems compatibility.

Must have participated in the design of real-time or remote access systems and has working knowledge of large timesharing hardware, minicomputer, and microcomputer systems. Must have a working knowledge of, and have written equipment performance specifications for, hardware for computer systems in the past 18 months.

Specific experience is required in one (1) or more of the following computer Environments: IBM ES9000 and 43XX (MVS/ESA); Supercomputers; DEC VAX; Unix systems, particularly Data General, IBM, DEC and Sun; microcomputers; and local areanetworks.

Experience/Education - Must have a college degree or equivalent in the IT field. In addition, must have a minimum of 10 years of experience as a computer specialist. Must have demonstrated technical writing and presentation capabilities and skills.

Computer/Telecommunications Analyst

Applicable to FA1 and FA2

Conducts architectural studies and prepares recommendations for computer systems requirements, including communications. Develops procedures to process data by means of ADP. Confers with other technical personnel to determine problem specification and type of data to be processed.

Analyses a problem in terms of equipment capability to determine technical approaches and formulates computer system solutions most feasible for processing data. Adept in preparing problem definitions and recommendations for hardware and software needed for their solution. Writes program requirements as well as hardware/software specifications.

Specific experience is required for the EPA computer hardware and communications described in the contract Performance Work Statement. Must have demonstrated technical writing and presentation capabilities and skills.

Experience/Education - Must have a college degree or the equivalent in the IT field. In addition, must have a minimum of five (5) years of experience as an analyst for which specific duties and hardware specialties can be demonstrated.

Senior Systems Engineer

Applicable to FA1 and FA2

Responsible for advising EPA management and staff on all aspects of system engineering. Provides expert advice, consultation and assistance and applies such expertise to the planning, management and evaluation of systems engineering projects. Formulates guidance, standard operating procedures and practices tailored to EPA relative to systems engineering and supporting automated tools, incorporating applicable FIPS standards and/or National Industry Standards in Technology (NIST) guidance publications. Monitors the usage of these products and makes revisions as needed. Formulates plans and proposals for informing and training the EPA in systems engineering methods, practices, techniques and tools. Serves as an active participant in selected system engineering projects. Stays abreast of new systems engineering developments and industry and government experiences with major systems engineering efforts for the purpose of evaluating methods, techniques, tools and lessons learned for application at EPA.

Experience/Education - Must have general experience in all stages of the system life cycle, at least eight (8) years of experience as a systems engineer, and at least three (3) of the last five (5) years of work experience with specialization in at least one (1) of the following four (4) areas: planning and analysis, design and development, re-engineering or reverse engineering. These three (3) years must include extensive Computer-aided Software Engineering (CASE) tool experience. Must have B.A. degree or equivalent in the IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Senior Computer Programmer

Applicable to FA1 and FA2

Develops complex, detailed program specifications based on program designs produced in the detailed technical design phase of the systems engineering life cycle. Verifies program specification and code correctness. Analyzes complex program designs, including software integration programs, for such factors as the type and extent of data to be transferred from storage units, data sorting, efficient and effective program modularization, and restart and recovery procedures both automated and manual. Supervises other programmers in a systems engineering project team performing large, complex integration projects, reviewing their work products for correctness and providing advice and assistance as needed. Designs, codes, tests and debugs system integration programs for importing and exporting information between CASE tools as needed. Provides detailed and clear documentation on all products.

Experience/Education - Must have at least eight (8) years of experience as a computer programmer, at least five (5) years of which was spent specializing in developing detailed programming specifications, and programming, testing and debugging complex applications and/or systems programs. Must have experience in at least the last two (2) years in the use of programming languages described in the PWS. Must have a B.A. or B.S. degree or equivalent in IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Computer Programmer

Applicable to FA1 and FA2

Develops complex, detailed program specifications based on program designs produced in the detailed technical design phase of the systems engineering life cycle. Verifies program specification and code correctness. Analyzes complex program designs for such factors as the type and extent of data to be transferred from storage units, data sorting, efficient and effective program modularization, and restart and recovery procedures, both automated and manual. Supervises other programmers in a systems engineering project team, reviewing their work products for correctness and providing advice and assistance as needed. Designs, codes, tests and debugs system integration programs for importing and exporting information between CASE tools as needed. Provides detailed and clear documentation on all products.

Experience/Education - Must have a minimum of five (5) years of experience as a computer Programmer, at least three (3) of which were spent specializing in developing detailed programming specifications, and programming, testing and debugging complex applications and or systems programs. Must have experience in at least the last two (2) years in the use of programming languages.

Systems Designer

Applicable to FA1 and FA2

Serves as a System Designer during the design and development phases of the system life cycle for large complex projects and as a System Designer for less complex projects, providing expert skills in all aspects of these two phases. Prepares and delivers design specifications and other appropriate products to colleagues, team members, and clients, reviews work products for correctness and provides consultation and advice to team members in design and development matters. Coordinates closely with systems engineering experts in using and evaluating systems engineering guidance, standard operating procedures and practices related to design and development.

Experience/Education - Must have a minimum of four (4) years of experience as a system designer. Must have a B.A., B.S. degree or equivalent.

Senior Data Base Management Specialist (DBMS)

Applicable to FA1 and FA2

Serves as Senior DBMS Specialist on complex applications projects in the DBMS design, implementation and administration area. Supervises other DBMS specialists on project teams. Serves as consultant and advisor to system designers to develop DBMS options for system implementation proposals. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance. Identifies areas where standards are appropriate and proposes standards, guidelines, controls and procedure.

Experience/Education - Must have a minimum of eight (8) years of experience in data base management, and at least five (5) years as a DBMS designer, implementer and administrator using one or more of: a relational DBMS such as DB2 or Oracle; ADABAS; ARC/INFO GIS. Must have a B.A., B.S. degree or equivalent. Must have demonstrated technical writing and presentation capabilities and skills.

Data Base Management Specialist

Applicable to FA1 and FA2

Serves as a DBMS Specialist on complex applications projects in the DBMS design, implementation and administration area and as the senior DBMS specialist on projects of medium complexity. Supervises other DBMS specialists on project teams. Serves as consultant and advisor to system designers to develop DBMS options for system implementation proposals. Evaluates database design tradeoffs, impacts, user expectations, performance levels, and space allocation requirements, balancing ease of use with performance. Identifies areas where standards are appropriate and proposes standards, guidelines, controls and procedure.

Experience/Education - Must have at least three (3) years of experience as a DBMS designer, implementer and administrator using one or more of: a relational DBMS, such as DB2 or Oracle; ADABAS; ARC/INFO GIS. Must have a B.A., B.S. degree or equivalent in IT field.

Senior Information Assurance (IA) Analyst

Applicable to FA1 and FA2

Works on complex IA projects involving all phases of information assurance and network operations to include: assess, address, correlate, analyze, and provide IA course of action decision support. Develops high quality assessments that provide an understanding and resolution to security related events as they occur. Develop and document vulnerabilities including solutions/countermeasures and exploits for the purpose of identifying signatures. Able to address problem area and recommend automated solutions. Assesses impact, determines probable damage and suggests methods of damage control, conducts computer forensics, and follow-on analysis to build historical and predictive capabilities. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA. Applies knowledge of current IA policy, tactics, techniques, policy, and doctrine, and relationship to IA reporting requirements and structure.

Experience/Education: A B.A. or B.S degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. Must have a minimum of seven (7) years related general experience and at least five (5) years of IA specialized experience is required. Certified Information Systems Professional (CISSP) is desired.

Intermediate Information Assurance Analyst

Applicable to FA1 and FA2

Perform network vulnerability analysis and reporting. Perform network security monitoring and analysis, identifies suspicious and malicious activities, identifies and tracks malicious code (including worms, viruses, trojan horses, etc), enters and tracks events and incidents. Supports incident escalation and assesses probable impact and damages, identifies damage control, assists in developing course of action and recovery procedures. Knowledge of LANs, VPNs, Routers, firewalls, Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.

Experience/Education: A B.A., B.S. or equivalent in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. This position requires a minimum of five (5) years in general related experience and at least two (2) years of IA specialized experience. CISSP is desired.

Junior Information Assurance Analyst

Applicable to FA1 and FA2

Works on application problems involving all phases of systems analysis to provide IA solutions. Provides technical support for secure software development tasks, including the review of work products for correctness, adherence to the design concept and to user standards. Based on a review of current IA policy, doctrine and regulations, provide recommendations for consolidating or developing IA policy and procedures at the DoD level. Applies knowledge of current IA policy at the national IA structure, roles of major organizations how they interrelate and interact, and shortcomings in this structure. Reviews and recommends IA solutions to customer problems based on an understanding of how products and services interrelate and support the IA mission and the viewpoints of the consumers of those products and services. Analyzes and recommends resolution of IA problems based on knowledge of the major IA products and services, an understanding of their limitations, and a working knowledge of the disciplines of IA.

Education/Experience: A B.A. or B.S. Degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required.

Senior Enterprise Architect

Applicable to FA1 and FA2

The Senior Enterprise Architect is responsible for leading the development of Enterprise Architecture work products and for ensuring the integrity of the architecture development process in accordance with Federal guidelines and industry best practices. The Senior Enterprise

Architect will analyze enterprise business drivers and the current IT environment to determine business information and technical architecture requirements, to detect critical deficiencies, and to recommend solutions for improvement. The Enterprise Architect will assist the Agency in selling the architecture process and communicating its outcomes and benefits. He/she will further support the definition and design of governance activities associated with ensuring compliance with the Enterprise Architecture. The Senior Enterprise Architect will support efforts to consult with application and/or infrastructure development projects to fit systems and technology within the architecture, and to identify when it is necessary to modify the technical architecture to accommodate project needs. Lastly, the Senior Enterprise Architect will lead efforts to meet all Office of Management and Budget (OMB) reporting requirements and to integrate enterprise architecture within the Agency's capital planning, systems lifecycle, and portfolio management processes.

Education/Experience: A B.A. or B.S. degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 10 years of experience, of which at least eight (8) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis. The Senior Enterprise Architect must be familiar with architecture frameworks, tools, and methodologies to include the Federal Enterprise Architecture Framework, the Federal Reference Models, Service Oriented Architecture, and Metis. He/she must further understand the modeling techniques and relationships between the business, data, applications, and technology layers of the architecture as well as the overlay of security architecture.

Intermediate Enterprise Architect

Applicable to FA1 only

The Intermediate Enterprise Architect works under the supervision of Senior Enterprise Architect and assists ~~for~~ in the development of Enterprise Architecture work products and ~~for~~ with ensuring the integrity of the architecture development process in accordance with Federal guidelines and industry best practices. The Intermediate Enterprise Architect will analyze enterprise business drivers and the current IT environment to determine business information and technical architecture requirements, to detect critical deficiencies, and to recommend solutions for improvement. He/she will further support, under the guidance of Senior Enterprise Architect, the definition and design of governance activities associated with ensuring compliance with the Enterprise Architecture. Lastly, the Intermediate Enterprise Architect will assist to meet all OMB reporting requirements and to integrate enterprise architecture within the Agency's capital planning, systems lifecycle, and portfolio management processes.

Education/Experience: A B.A. or B.S. degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of seven (7) years of experience, of which at least five (5) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis

and design, programming, program design and documentation preparation. The following experience is also required: demonstrated experience in the implementation of information engineering projects; systems analysis, design and programming using CASE and IE tools and methods, systems planning, business information planning, and business analysis.

Junior Enterprise Architect

Applicable to FA 1 only

The Junior Enterprise Architect works very closely with the Intermediate and Senior Enterprise Architect for ensuring the integrity of the architecture development process in accordance with Federal guidelines and industry best practices. The Junior Enterprise Architect will assist in the analysis of enterprise business drivers and the current IT environment to determine business information and technical architecture requirements, to detect critical deficiencies, and to recommend solutions for improvement. The Junior Enterprise Architect will support efforts to consult with application and/or infrastructure development projects to fit systems and technology within the architecture, and to identify when it is necessary to modify the technical architecture to accommodate project needs.

Education/Experience: A B.A. or B.S. degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of four (4) years of experience, of which at least two (2) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation.

Data Architect

Applicable to FA1 only

The Data Architect is primarily responsible, but not limited to, for the development of strategies for data acquisitions, archive recovery, and implementation of database; translating business needs into long-term architecture solutions; evaluation of reusability of current data for additional analyses, review object and data models and the metadata repository to structure the data for better management and quicker access. The Data Architect will consult and support the efforts of the Senior Enterprise Architect with application and/or infrastructure development projects to fit systems and technology within the architecture, and to identify when it is necessary to modify the technical architecture to accommodate project needs. Lastly, the Data Architect will lead efforts to meet all OMB reporting requirements for EPA.

Education/Experience: A B.A. or B.S. degree in Computer Science, Information Systems, Engineering, Business, or other related discipline. This position requires a minimum of 10 years of experience, of which at least eight (8) years must be specialized. Specialized experience, in information systems development, functional and data requirements analysis, systems analysis and design, programming, program design and documentation preparation. The Data Architect must be familiar with architecture frameworks, tools, and methodologies to include the Federal Enterprise Architecture Framework, the Federal Reference Models, Service Oriented Architecture. He/she must further understand the modeling techniques and relationships between

the business, data, applications, and technology layers of the architecture as well as the overlay of security architecture.

Institute of Risk Management Training Specialist

Applicable to FA1 and FA2

Serves as the training specialist for the requirements of this contract, providing technical assistance and training related to the use of a variety of IRM tools, methods and technologies. Training assistance is associated with EPA's Personal Computer (PC), LAN, and mainframe computer community and focuses on application systems and systems engineering methods, techniques and tools. Assists in the selection, development, coordination, and update of training methods and training materials (e.g., hardware and application software, tools and user guides, classroom texts, automated tutorials and referencing systems, and self-help instructional systems). Responsible for IRM training planning and/or management, to include system and software demonstrations, organization of, and/or conducting of specialized project team training in systems development structured methodologies, specific aspects of the systems development life-cycle, and/or CASE tools, IRM and project-related training plans; training logistics and associated record keeping; and training to introduce EPA management to various aspects of systems engineering and related activities and experiences.

Experience/Education - Must have a minimum of seven (7) years related experience and at least two (2) years of which were within the past three (3) years. Qualifying experience may be as a computer programmer, systems analyst or systems designer; including a minimum of three (3) years documented experience developing and managing IRM training programs. Work experience must also demonstrate a minimum of two (2) years of supervisory experience. Must have a B.A. or B.S. degree or equivalent in IT field.

Technical Writer

Applicable to FA1 and FA2

Responsible for planning, managing, coordinating and/or conducting the documentation of all aspects of the systems engineering life cycle for projects, including preparation and editing of IRM system and user documentation, incorporating information provided by users, specialists, analysts, programmers and operations personnel; and ensuring adequate software documentation in development and maintenance activities. This position requires substantial knowledge of the capabilities and operation of computer systems and various IRM technologies and will require close coordination with the senior IRM Training Specialist and staff. Includes writing, editing, graphically representing and presenting technical information for technical and non-technical personnel. This will require interpretation of technical documentation standards and preparation of documentation according to those standards. Must be capable of working independently and may be required to supervise technical writers.

Experience - Must have a minimum of seven (7) years of experience, three (3) years of which must have been performed within the last three (3) years, of general technical and documentation writing experience. This experience must include development of IRM system, program and user documentation. Must have at least a two (2) year college degree or equivalent in IT field.

Meeting Facilitator

Applicable to FA1 and FA2

Works with project teams as the chief advisor and consultant on facilitated IT meetings and assists in identifying appropriate uses of facilitated IT meetings in the various systems engineering projects. Assists in planning such meetings and is often required to serve as the lead planner. Either conducts or serves as advisor to others conducting such meetings. Evaluates or assists in evaluating the meetings, develops or revises facilitation guidelines as appropriate and works with the IRM Training Specialist to train appropriate EPA staff in the conduct and use of facilitated meetings. Stays abreast of facilitated meeting developments in methods, philosophy and purpose, applying such developments to EPA practices as appropriate.

Experience/Education - This position requires a minimum of three (3) years of demonstrated experience related to extensive meeting facilitation experience in direct support of systems engineering projects, with progressively increasing complexity in project and meeting requirements. Must have a B.A. or B.S. degree or equivalent with general or technical experience or training in the IT field.

Word Processing/Graphics Specialist

Applicable to FA1 and FA2

Operates word processing, desktop publishing, and graphics software to prepare reports, presentations, briefings, and other documentation as required in delivery orders. May also assist in proofreading and correction of syntactical and grammatical errors. This item applies only to such services as are directly required for performance of delivery orders, and not for similar, general services word processing and graphics services which are the contractor's responsibility and are not allocable as direct costs.

Experience/Education – Must have at least one (1) year of experience in preparing documents and graphics with major PC word processing, graphics, and/or desktop publishing software products.

Junior Analyst

Applicable to FA1 and FA2

Assists senior and mid-level contractor personnel in performing the functions described in the PWS.

Experience/Education - Must have a college degree or equivalent in an IT-related field of study.

Chief Information Security Officer

Applicable to FA1 and FA2

Responsible for determining enterprise information security standards. Develops and implements information security standards and procedures. Is responsible for ensuring that all information systems are functional and secure.

Must have demonstrated capacity for managing a team of information assurance specialists. Must have demonstrated technical writing and presentation capabilities and skills.

Experience/Education: A B.A. or B.S. degree in Computer Science, Information Systems, Engineering, Business, or other related scientific or technical discipline is required. A minimum of seven (7) years general related experience and 10 years of IA specialized experience is required. Certification Information Systems Security Professional is desired.

Electronic Meeting Technographer

Applicable to FA1 and FA2

Supports the meeting facilitator or Data Modeler in preparing and conducting meetings, and in meeting follow-up activities. Manipulates on-line electronic meeting software, for Business Reengineering or Process Improvement sessions. Responsible for the cataloging, maintenance, and distribution of customer session data files.

Experience/Education: Must have a minimum of four (4) years of experience as an analyst. In the field of conducting meetings and follow-up activities. Must have at least a four (4) year B.S. or B.A. degree in IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Acquisition Subject Matter Expert

Applicable to FA2 only

Provides a broad range of technical and professional services to support EPA ITIM acquisition activities, including analysis, planning, development, implementation and evaluation support. This support may be provided prior to, during, and following an acquisition. This acquisition support may include support for traditional ITIM procurements, purchase agreements under Government Wide Acquisition Contracts (GWACs), Interagency Agreements, or other acquisitions. In its problem-solving role, the Acquisition Subject Matter Expert shall assess existing alternatives to a new acquisition (e.g., use of existing contracts or resources). Provides high-level subject matter acquisition expertise in support of logistics planning and analytical activities. Is familiar with the Federal Acquisition Regulations (FAR) and can apply the concepts in the context of logistics task efforts. Is familiar with the Government's process for acquisition programs and the various program reviews required for acquisition approval. Provides guidance on the government contracting process to include: development of the solicitation material, the solicitation review process, and the contract award process. The federal ITIM acquisition environment has become more diverse and complex. Examples of the types of acquisition support the Acquisition Subject Matter Expert may provide include:

- Provide support for requirements collection and analysis, alternatives analysis, research on available contracting approaches, including the development of benchmarks for IT products, practices, or services; and
- Recommend and provide options, based on market surveys and previously determined requirements.

Experience/Education – Must have a minimum of six (6) years of experience in the field of federal IT acquisition. Must have a B.S. or B.A. degree in IT field.

Quality Assurance Specialist

Applicable to FA1 and FA2

Provides QA reviews of all deliverables prior to submitting final product to EPA, documentation of QA results will be part of all deliverable

Skills required:

- 1) Knowledge of most current QA tools, techniques and methodologies
- 2) Ability to access the data, use data from internal and external repositories, and collaborate with organization staff and other agencies to ensure data integrity and accuracy
- 3) Demonstrates organizational, writing, and verbal communication skills
- 4) Demonstrates graphical representations skills

Education required: Experience/Education: Must have a minimum of four (4) years of experience as Quality Assurance Specialist, Must have at least a four (4) year B.S. or B.A. degree in the IT field. Must have demonstrated technical writing and presentation capabilities and skills.

Experience/Qualifications Substitutions for Degree Requirements:

- (a) Any combination of additional years of experience in the proposed field of expertise plus full time college level study in the particular field totaling four (4) years will be an acceptable substitute for a B.S. Degree.
- (b) A B.S. Degree plus any combination of additional years of expertise or full time college level study in the particular field totaling two (2) years will be an acceptable substitute for a Master's Degree.
- (c) A B.S. Degree plus any combination of additional years of experience or graduate level study in the proposed field of expertise totaling four (4) years or a Master's Degree plus two (2) years of either additional experience or graduate level study in the proposed field of expertise will be an acceptable substitute for a Ph.D. Degree.
- (d) Additional years of graduate level study in an appropriate field will be considered equal to years of experience on a one-for-one basis.

The following labor categories may be utilized by the contractor for preparation of Task Order proposals submitted after March 15, 2019 and in subsequent performance of Task Orders. However, these labor categories shall NOT be set forth as required Key Personnel by the Government in Task Order Request for Proposals (TORFP):

Senior Management Consultant

Applicable to FA1 only

Experience Requirements:

Must have a minimum of 15 years of experience, 5 of which were specialized in their given areas of technical expertise or in an executive-level role leading functions, programs, or organizations.

Education Requirements:

B.S. or B.A. degree.

Certification related to areas of technical expertise or PMP certification is desired.

Management Consultant

Applicable to FA1 only

Experience Requirements:

Must have a minimum of 12 years of experience, 2 of which are specialized in their given areas of technical expertise or in a senior leadership role managing functions, programs or organizations.

Education Requirements:

B.S. or B.A. degree.

Certification related to areas of technical expertise or PMP certification is desired.

Project Director

Applicable to FA1 only

Experience Requirements:

Must have a minimum of 15 years of experience, 2 of which are specialized in overseeing large, complex and technically diverse projects or in a senior leadership role managing functions, programs or organizations.

Education Requirements:

Masters Degree.

Certification related to areas of technical expertise or PMP certification is desired.